

DISTRICT 2

2002-2003 ANNUAL PRO BONO REPORT AND PLAN

This Annual Pro Bono Report and Plan is made pursuant to Rule 6.5 of the Indiana Rules of Professional Conduct. The goals of this plan are as follows:

- (1) To enable Indiana attorneys to discharge their professional responsibilities to provide civil legal pro bono services;
- (2) To improve the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations throughout the state of Indiana;
- (3) To ensure statewide access to high quality and timely pro bono civil legal services for persons of limited means by (i) fostering the development of new civil legal pro bono programs where needed and (ii) supporting and improving the quality of existing civil legal pro bono programs;
- (4) To foster the growth of a public service culture within the Indiana Bar which values civil legal pro bono publico service;
- (5) To promote the ongoing development of financial and other resources for civil legal pro bono organizations in Indiana;

Hallmarks of an effective civil legal pro bono program

Ultimately, the measure of success for a civil legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. The following hallmarks are characteristics, which enhance a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

- 1. Ownership by the local bar association. The association believes the program is necessary and beneficial. The bar association makes a dual commitment: to management of the program and to participation in the program.**
- 2. Centrality of client needs. The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available. The staff and volunteers are respectful of clients and sensitive to their needs.**
- 3. Program priorities. The program engages in a priority setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal services and other programs serving low-income people to assist in this process.**
- 4. Direct representation component. The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.**
- 5. Coordination with state and local civil legal service programs and bar associations. The programs work cooperatively with the local funded civil legal services programs. The partnerships between the civil legal services programs and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.**
- 6. Accountability. The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s) and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.**
- 7. Continuity. The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines which enable the program to survive a change in staff.**

8. Cost-effectiveness. The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.

9. Minimization of barriers. The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

10. Understanding of ethical considerations. The program operates in a way, which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided.

11. ABA Standards. The program should be designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

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A. Abstract-

Please summarize the current status of your Committee's planning process. Your summary should include the District Committee's mission statement, a history of the organization, a description of the current legal services delivery system, as well as identification, categorization and prioritization of the legal problems experienced by indigent individuals within the counties of your District. Please include additional information you deem to be relevant to a complete description of the current status of your Committee.

1. **Mission statement.** The District 2 Pro Bono Legal Services Committee's mission is to promote equal access to justice for all residents, regardless of economic status, by creating and promoting opportunities for attorneys to provide pro bono civil legal services to persons of limited means, to improve and expand the delivery of pro bono legal services, and to coordinate and support the delivery of such services throughout District 2.
2. **Summary of planning process.** The overall approach and details of the 2003 Annual Plan were discussed by the District 2 Committee at a meeting held June 17, 2002. The plan administrator then prepared a first draft of the Plan, which was distributed to all committee members for review and comment. Following review by the Committee members, the final version of the 2003 Annual Plan was prepared for submission to the Indiana Pro Bono Commission.
3. **History.** The District 2 Pro Bono Legal Services Committee was created in 1999. Since its formation, the Committee has sought the viewpoints of private attorneys, judges, legal services providers, bar association leaders, and community representatives in developing the District 2 pro bono program.

In 2001, the Committee surveyed all attorneys licensed to practice law in District 2. Attorneys were asked to summarize their past pro bono service and to outline the types of cases they would be willing to accept in the future. They were also asked to give specific suggestions for strengthening pro bono programs in their county. (A summary of the survey results can be found in Appendix 1.)

4. **Current pro bono legal services delivery system.** In late 2001, the District 2 plan administrator began making referrals to survey respondents. In January, 2002, a coordinated pro bono program was developed whereby the District 2 plan administrator receives applications where Indiana Legal Services had a potential conflict of interest, as well as referrals from numerous other sources throughout the district. They include county courts, the South Bend Housing Authority, Casie Center, Madison Center, Youth Services Bureau, Real Services, Elkhart Legal Aid Service, and Notre Dame Legal Aid Clinic.

District 2's plan is unique in its approach of supplementing and strengthening rather than replacing existing pro bono referral systems throughout the district. The Indiana Legal Services (ILS) office in South Bend, through its pro bono coordinator Pat McGrath, continues to refer cases to its volunteer panels in each of the four counties in District 2. The plan administrator has compiled master lists of volunteer attorneys and their areas of specialization which it has shared with ILS, Elkhart Legal Aid Service, and the St. Joseph County Bar Association. District 2 works with ILS to avoid referrals to attorneys who have recently accepted a case from another program.

In addition, the Elkhart Bar Association, through its president, made pro bono referrals to 15-20 volunteer attorneys during the past year. On average, each attorney accepted 6 cases. Nine attorneys in Kosciusko County volunteered their time at the offices of Combined Community Services in Warsaw, Indiana, on alternate Thursday afternoons. Appointments were made in advance at 15-minute intervals. During the last six months of 2001, they rendered advice to 60 different individuals.

5. Types and priorities of problems.

About two-thirds of the cases referred to pro bono attorneys by Indiana Legal Services and 78% of the cases referred through the District 2 program are family law cases. Poor persons involved in divorces or post-dissolution problems of visitation, child support, and custody desperately need legal counsel which they cannot afford. The need cannot be met by the free legal services programs and pro bono programs in District 2 with the resources currently available. Many family law practitioners already have several pending pro bono cases, and most will not accept a case where custody is contested. Both pro bono programs give highest priority to cases where the welfare of children or domestic violence is at issue. They also assist low-income persons with housing and public benefits problems.

6. Future events. Within the next month, the Committee will complete mailings to all licensed attorneys in District 2 designed to publicize the pro bono programs and to solicit additional volunteers. In addition, it will work with local bar associations and judges to plan specific recruitment and recognition events in each county. Finally, two continuing legal education programs focusing on dissolution and post-dissolution issues have been planned for the fall of 2002.

B. DATA

1. Please list the following information about the Committee members: name, organization affiliation (if any), address, phone, fax and E-mail address. Please include what category listed in rule 6.5 (f) (1) this person is representing. Please indicate if members represent more than one organization or category. Please include the judicial appointee and if applicable the District plan administrator.

2. Governance - Briefly describe the organizational structure of your District, including replacement and succession of members, and terms of service.

The District 2 Pro Bono Legal Services Committee as a plenary body decides the policies and procedures governing the program, approves its annual budget, and hires the plan administrator. Day-to-day operations are carried out by the plan administrator and supervised by the Committee Chairman.

Each member of the Committee is appointed for a minimum term of one year. An effort is made to include the current president or vice-president of each bar association in the four counties comprising District 2, as well as executives and board members of the legal services providers. Continuity has been provided through a majority of Board members who have agreed to serve two or more terms.

3. History/Background - Please list all counties in the District, any pro bono organizing activity or efforts at coordination that existed prior to the formation of the Rule 6.5 Committee.

District 2 is comprised of Elkhart, Kosciusko, Marshall, and St. Joseph counties.

Prior to the formation of the Rule 6.5 Committee, pro bono activities in District 2 were organized through volunteer attorney panels of the Legal Service Program of Northern Indiana (now part of Indiana Legal Services, Inc.) Informal referrals were made (and continue to be made) by a variety of groups, including Notre Dame Legal Aid Clinic, Elkhart Legal Aid Service, Inc., local bar associations, churches, and community service agencies. In addition, courts continue to appoint pro bono attorneys to assist unrepresented indigent civil litigants where appropriate.

4. Plan Administrator - Rule 6.5(g)(2) requires each Committee to select and employ a plan administrator to provide the necessary coordination and administrative support for the District Pro Bono Committee. Please indicate the name of the person, the duties of the plan administrator, if that position is funded and if so, the source of those funds.

The District 2 Plan Administrator is Sherry L. Clarke. The plan administrator's compensation is funded 100% by the annual Indiana Bar Foundation IOLTA grant.

The plan administrator's duties include:

- 1. Draft annual grant application, report and plan, interim reports and other documents for the District Committee.**
- 2. Prepare agenda and minutes of committee meetings.**
- 3. Coordinate with legal services providers, local bar officers and committees, members of the judiciary, and others in the community in designing and implementing the district plan.**
- 4. Maintain master lists of pro bono attorneys and their specialties for each county.**
- 5. Coordinate with bar groups and existing legal service programs to provide continuing legal education programs geared to pro bono representation.**
- 6. Maintain district pro bono intake and referral system which supplements and coordinates with existing referral programs and methods.**
- 7. Maintain records of receipts and expenditures and other financial records on behalf of the Committee.**
- 8. Plan and coordinate pro bono recruitment and recognition events.**
- 9. Keep administrative records of pro bono referrals and data required to monitor the district plan's progress in achieving its goals.**

5. Monitoring Role - Briefly describe how the District Committee will evaluate and record the progress and success of the District Plan.

(a) Quality of services provided:

For each case referred, a written status report/closing form is requested approximately every 6 months from each pro bono attorney. Once the case is closed, the attorney is asked to report the total number of pro bono attorney and paralegal hours and the outcome of the case. Attorneys have been very cooperative in returning the forms to the plan administrator to date. A copy of the form is attached at Appendix 4.

Follow-up calls are made to applicants who have been referred but have not contacted attorneys within 2-3 weeks after the referral. Client feedback is sought once a case is concluded.

(b) Quantity:

(i) number of attorneys participating;

(ii) number of clients served;

(iii) number of hours.

The plan administrator maintains records of all applications for assistance, pro bono referrals—including data concerning the client, type of case, date of referral, and attorney information—and case disposition. The number of pro bono hours, as indicated above, is requested on the closing form after the representation has been concluded. The data is periodically compiled, and reported to the District Committee every six months.

(c) Costs associated with achieving goals.

Program expenditures to date have been carefully tracked, but not allocated to the achievement of particular plan goals.

C. 2002-2003 Annual Report: Existing Services, Programs, and Funding Sources.

Please provide a detailed description of existing service providers, programs and funding sources currently in existence within your District. Please utilize the worksheets on the following pages for each entity and fill out the legal service provider annual progress report for each entity and the district annual progress report.

EXISTING SERVICE/PROGRAM

Service/Program Name: Indiana Legal Services, Inc.

Mailing Address: 105 E. Jefferson Blvd., Suite 600

South Bend, IN 46601

Phone: (574) 234-8121

Contact Person: Angelika Mueller **Title:** Managing Attorney

Sponsoring Agency: **Phone:**

Agency Director: Norman P. Metzger

Service/Program Information:

Target Population: Low-income persons in our 10-county area who have civil legal problems.

Eligibility Requirements: At or below 125% of federal poverty guidelines, and insufficient assets to retain private counsel; must meet LSC eligibility requirements.

Service Area (in District 2): St. Joseph, Marshall, Elkhart and Kosciusko Counties.

Type of Service/Program:

Estimate of Expense per Year: N/A

Funding Source(s): Legal Services Corporation

Service /Program Description: Provide free legal assistance to low-income persons with civil legal problems who meet eligibility requirements. See also Statement of Priorities.

EXISTING SERVICE/PROGRAM

Service/Program Name: Elkhart Legal Aid Service, Inc.

Mailing Address: 330 W. Lexington Ave.

Elkhart, IN 46516

Phone: (574) 294-2658

Contact Person: Marie Waring Mengel **Title:** Executive Director

Sponsoring Agency: _____ **Phone:** _____

Agency Director: Marie Waring Mengel

Service/Program Information:

Target Population: Elkhart County residents

Eligibility Requirements: Household income at or below 125% of federal poverty guidelines.

Service Area: Elkhart County

Type of Service/Program: Free legal services provider

Estimate of Expense per Year: N/A

Funding Source(s): United Way of Elkhart County, Elkhart Superior Court fees, Elkhart City Bar dues, State of Indiana.

Service /Program Description: Any person meeting eligibility requirements consults with an attorney and receives advice, counsel and representation as needed.

- Elkhart Legal Aid Service does not have a pro bono referral program.

EXISTING SERVICE/PROGRAM

Service/Program Name: Notre Dame Legal Aid Clinic

Mailing Address: 725 Howard Street

South Bend, IN 46617

Phone: (574) 631-6704

Contact Person: Barbara M. Szweda **Title:** Supervisor, Immigration

Sponsoring Agency: **Phone:**

Agency Director: Robert Jones

Service/Program Information:

Target Population: Low- income residents of St. Joseph County

Eligibility Requirements: Up to 125% of federal poverty level

Service Area: Primarily St. Joseph County; some Elkhart and Marshall County clients served as well.

Type of Service/Program: University law school clinic

Estimate of Expense per Year: N/A

Funding Source(s): University of Notre Dame Law School

Service /Program Description: The clinic provides free legal services to low-income persons in the areas of family, immigration, consumer, housing and estate law, through student interns supervised by a staff attorney.

- The clinic does not have a pro bono referral program.

**Legal Service Provider
Annual Progress Report
July 1, 2001-June 30, 2002**

	Legal Service Provider <u>Indiana Legal Services, Inc.</u>
Screened Cases	2055 (total intake- District 2)
Assigned Pro Bono Cases	138
Closed Pro Bono Cases	110
Declined Pro Bono Cases	(not tracked)
Other Cases: Carried over from previous year	96
Number of Volunteer Attorneys	182
# who accepted referrals	87
# having carryover cases	69

List Number of Cases of Each Type	Cases Referred During Period:	Cases Carried Over:
Consumer/Finance	19	11
Education	0	2
Employment	1	0
Family	89	68
Juvenile	0	0
Health	4	2
Housing	15	10
Income Maintenance	2	1
Individual Rights	0	0
Other	8	2
Total Number of Cases	138	96

More detailed statistics for Indiana Legal Services are provided in Appendix 3.

District 2 Pro Bono Program
Annual Progress Report
July 1, 2001-June 30, 2002

	Name of Referral Program <u>District 2 Pro Bono Program</u>
Screened Pro Bono Cases	130
Assigned Pro Bono Cases	45
Closed Pro Bono Cases	4
Declined Pro Bono Cases	68 (40 with assistance)
Other Cases: Pending pro bono referral	11
Number of Volunteer Attorneys	41
Number of Attorneys on District 2 panels	214

List Number of Cases of Each Type	District 2 Pro Bono Program Referred Cases
Consumer/Finance	3
Education	0
Employment	0
Family	35
Juvenile	0
Health	0
Housing	4
Income Maintenance	0
Individual Rights	0
Other*	3
Total Number of Cases	45

* Other: 2 Tort defense, 1 Nonprofit Corporation

District 2
Annual Progress Report
July 1, 2001-June 30, 2002

Pro Bono Cases	District Totals
Screened Cases	130 *
Assigned Cases	186 +
Closed Cases	114
Declined Cases	68*
Other Cases: Assistance or advice only	<div style="display: flex; justify-content: flex-end; align-items: center;"> <div style="text-align: right; margin-right: 10px;"> District 2 Program 40 Kosciusko Combined Comm. Services <u>60</u> 100 </div> </div>
Number of Volunteer Attorneys	142

List Number of Cases of Each Type	District Totals
Consumer/Finance	22
Education	--
Employment	1
Family	129 +
Juvenile	--
Health	4
Housing	19
Income Maintenance	2
Individual Rights	--
Other	11
Total Number of Cases	188

* = data tracked only by District 2 Pro Bono Program

+ =includes 3 referrals by Casie Children's Center and 2 referrals by the South Bend YWCA.

D. 2003 Annual Pro Bono Plan:

Problem Statements\ Recommendations - For each problem, use one complete worksheet with as many recommendations for solving that problem as necessary. Please number your problems according to priority.

1. Problem Identification- Problem statements identify all of the barriers faced by indigent individuals in their effort to resolve problems through the legal system.
2. Supportive Data- Supportive Data (statistics, survey results, records, reports, etc.) should be organized to show how the barriers are preventing people from accessing justice.
3. Recommended Actions to address barriers and problems - These recommendations are identified with one of the categories of opportunities for attorneys found in Rule 6.5 (i).
4. Recommended Actions to support the participating attorneys. - These elements are identified in Rule 6.5(h).
5. Expected Results - The expected result is a statement describing the expected benefit to be derived from the expenditure of human and financial resources.
6. Benchmarks - These are the measurable goals for evaluating progress of proposed recommended actions.
7. Costs associated with benchmarks - This is the proposed budget necessary for achieving the expected results.

PROBLEM:

1. **Statement of problem.** Insufficient number of volunteer attorneys, particularly in the field of family law, to handle the demand for free legal assistance.
2. **Supporting data.** Every Indiana Legal Services and pro bono program is familiar with this problem. It is more acute in counties with large urban populations. The legal needs study done by the Kosciusko County Community Foundation also indicates that divorce and child support/custody are the top two legal problems faced by clients of social service agencies. Nearly 80% of the District 2 Program's calls for pro bono assistance involve family law issues; many of the attorneys practicing in this area already handle several pro bono matters and cannot accept additional referrals.

3. Recommended actions: What activities will the attorneys in your District take to address this barrier or problem? For each checked activity, please provide a detailed description of your District's plan for implementing this activity.

- ☒ Representing persons of limited means through case referral
- ☐ Representing persons of limited means through direct contact with a lawyer when the lawyer establishes financial eligibility substantially similar to those used by legal assistance providers
- ☐ Representing community groups servicing persons of limited means through case referral
- ☒ Interviewing and determining eligibility of prospective pro bono clients
- ☐ Acting as co-counsel on cases or matters with civil legal assistance providers and other pro bono lawyers
- ☐ Providing consultation services to civil legal assistance providers for case reviews and evaluations
- ☒ Providing training to the staff of civil legal assistance providers and other volunteer pro bono attorneys;
- ☒ Making presentations to persons of limited means regarding their rights and obligations under the law
- ☒ Providing legal research
- ☐ Providing guardian ad litem services
- ☐ Serving as a mediator or arbitrator to the client-eligible party
- ☐ Other _____

Description:

(1) Representation through case referral; interview and eligibility determination.
The District 2 Pro Bono Program will continue to perform thorough intake interviews of all applicants to gather basic applicant information, make eligibility determinations, assess the type of legal problem involved, provide a brief factual summary for purposes of referral, and collect documents and case status information where available.

Applications will be evaluated by the plan administrator and referrals made to attorneys who have indicated a willingness to accept that type of case. Referral letters will continue to be mailed after conflicts have been checked, and the applicant will be notified immediately of the pro bono referral. Applicants are encouraged to call if any problems are encountered, and the status of cases will continue to be monitored at least every six months.

Where referrals cannot be made, applicants will continue to be referred to appropriate alternative resources.

(2) Providing legal research. Research assistance by students at Valparaiso University and University of Notre Dame will be offered to volunteer attorneys.

(3) Providing training to pro bono attorneys. The Committee will co-sponsor with Indiana Legal Services continuing education seminars at nominal cost to those who volunteer to take two pro bono family law referrals.

(4) Presentations to persons of limited means. The Committee will work with Indiana Legal Services to develop *pro se* resources, including clinics on “simple” divorce and child support.

4. Please check the activities, which your District will take to support the pro bono efforts of the attorneys in your District. For each checked activity, please provide a detailed description of the District's plan for implementation of this activity.

 X Providing intake, screening, and referral of prospective clients:

 X Matching cases with individual attorney expertise, including the establishment of specialized panels:

 X Providing resources for litigation and out-of-pocket expenses:

 X Providing legal education and training for pro bono attorneys in specialized areas of law useful in providing pro bono civil legal service:

 X Providing the availability of consultation with attorneys who have expertise in areas of law in which a volunteer lawyer is providing pro bono civil legal service:

 X Providing malpractice insurance for volunteer pro bono lawyers:

 X Establishing procedures to ensure adequate monitoring and follow-up, and to measure client satisfaction:

 X Recognizing pro bono civil legal service by lawyers:

 Other support and assistance to pro bono lawyers _____

Description:

(1) Intake, screening and referral. Beginning in the fall of 2002, the Plan Administrator will begin recruitment and training of University of Notre Dame Law School students and paralegal volunteers, to assist in performing intake for the District 2 pro bono program. The Plan Administrator will continue to perform intake as necessary, as well as supervise the intake procedures performed by others. The Plan Administrator will continue to screen all applications for eligibility and merit, and will be directly responsible for referrals to pro bono attorneys or other appropriate resources.

2) Matching cases with individual attorney expertise. Currently, the Committee maintains rosters of attorneys in each county who are willing to take pro bono cases, along

with the types of matters they are willing to accept. The Plan Administrator evaluates the applicant's problem and telephones an attorney who has experience in that field, giving a brief description of the case followed up by a faxed intake sheet. If an attorney refuses a particular case, the reason is noted; when a later application proves a better match with that attorney, a second referral is attempted. Attorneys are also asked to recommend a colleague if they themselves are unable to accept the referred case.

(3) Providing litigation resources. All pro bono attorneys are advised that litigation expenses may be reimbursed, on submission of a simple form to the plan administrator.

4) Continuing legal education and training. The Committee plans to co-sponsor with Indiana Legal Services two continuing education seminars on dissolution and post-dissolution issues for pro bono attorneys willing to accept two pro bono cases in the area of family law in South Bend this fall. Next year, the Committee plans to continue to work with ILS and local bar associations to schedule similar seminars in all counties in District 2.

(5) Availability of consultation with attorneys with special expertise. In the last few months, one attorney with very limited experience in family law accepted a divorce case with the assistance of a volunteer mentor. (Both happen to be municipal attorneys.) As part of the upcoming District 2 recruitment effort, attorneys will be asked if they wish to volunteer to serve as a consultant or mentor to new pro bono attorneys and put on a separate referral roster.

(6) Providing malpractice insurance. District 2 will continue to provide primary coverage for all attorneys who accept pro bono referrals through its program. Indiana Legal Services maintains separate coverage for the attorneys to whom it refers pro bono cases.

(7) Establishing procedures for monitoring, follow-up and gauging client satisfaction. The Plan Administrator will continue to follow the procedures established for monitoring all pro bono referrals, including case outcomes, and client satisfaction.

(8) Recognizing pro bono civil legal service. District 2 will work with the St. Joseph County Bar Association Pro Bono Committee to plan a recruitment and recognition event on the first Monday in October. It will include a speaker who has engaged in pro bono work for many years, presentation of awards for outstanding service, and promotion of pro bono service by St. Joseph County judges and volunteer attorneys.

5. Benchmarks. Please describe the expected results and the measures, which you will utilize to determine the value to the indigent of the proposed activity.

The Committee's overall goal is to increase substantially the number of volunteer attorneys willing to take pro bono referrals, particularly those willing to take family law cases. This will benefit a directly proportionate number of low-income persons.

As of June 30, 2002, we had increased the total number of pro bono referrals in the district by over 50% in comparison to last year's data. This was the goal which the Committee had set in its 2002 Annual Plan. (See Plan Administrator's Report, App. 5)

Our target for the 2003 Plan is to double the total number of pro bono referrals made in District 2, to 300 cases. A special effort will be made to maximize the number of referrals in the area of family law and to new attorneys. Our highest priority will be to provide assistance in case affecting the welfare of children, persons suffering domestic violence, and the disabled.

6. Please provide your timeline for implementing and evaluating the recommended activities.

Mailing of recruitment materials will be completed by the end of August, 2002. Efforts to recruit new attorneys through direct contact and to increase the total number of referrals will be ongoing throughout 2002 and 2003. Letters will also be written to all new attorneys in the district after each bar admission.

Training of intake volunteers will take place in the early fall of 2002. CLE training as a reward and incentive for pro bono volunteers will be scheduled for the fall of 2002 in St. Joseph County, and by mid-year 2003 in other counties.

Planning for recruitment and recognition events will begin in the fall of 2002 for Elkhart, Marshall and Kosciusko Counties.

7. Please provide a proposed budget for implementing the recommended activities. Please utilize the budget form on the following page.

BUDGET FORM

COST CATEGORY	IOLTA \$	OTHER \$	DONATED	TOTAL
A. Personnel Costs				
1. Lawyers				
2. Paralegals				
3. Others – Plan Administrator	37,000			
4. Salary Subtotal	37,000			
5. Employee Benefits	8,000			
6. Total Personnel Costs	45,000			
B. Non Personnel				
1. Space			xx	
2. Equipment Rental/Purchase	550			
3. Office Supplies, Postage	1,900			
4. Telephone	1,000			
5. Travel	650			
6. Training	1,000			
7. Library			xx	
8. Insurance	1,700			
9. Dues and Fees	300			
10. Audit			xx	
11. Litigation costs	1,000			
12. Property Acquisition				
13. Purchase Payments				
14. Contact Services to Clients				
15. Contract Services to Program – ILS computer package, printing	1,500			

16. Recruitment/recognition events	4,000			
17. Total Non Personnel Costs	13,600			
C. Total Expenditures	58,600			
18. Project A Disbursements				
19. Project B Disbursements				
20. Project C Disbursements				
21. Total Program Disbursements				
22. Litigation Fund*				

*Reserves in this category are not required to be resubmitted to the IBF if not spent during the allocation calendar year.

List of Appendices

- 1. Summary of District 2 Surveys**
 - a. Survey questionnaire**
 - b. Statistical Overview**
 - c. Elkhart City and County summaries**
 - d. Marshall County summary**
 - e. Kosciusko County summary**
- 2. Kosciusko County Community Foundation legal needs survey**
- 3. Indiana Legal Services Annual Progress Reports
for 2001 and Jan.-May 2002 with county details**
- 4. District 2 Pro Bono Program status/closing form**
- 5. Plan Administrator's Report**

SUBMISSION PROCEDURES

Ten copies of the completed annual report and plan shall be submitted to: Jennifer Theresa Cloyd Konomos, Indiana Pro Bono Commission, 230 East Ohio Street, Fourth Floor Indianapolis, Indiana 46204. Plans should be submitted no later than 5:00 p.m. on July 1, 2002.

CHECKLIST FOR ANNUAL REPORT AND PLAN:

- ☒ Pro Bono Annual Report and Plan for current year pp. 1-25 (10 copies)
- ☐ Proposed budget pp. 22-23 (10 copies)
- ☐ Legal Service Provider Annual Progress Reports pp. 14-15 (10 copies)
- ☐ District Annual Progress Report p.16 (10 copies)
- ☐ Appendices (10 copies)
- ☒ Disk in Word or Excel of all submitted materials or submission via e-mail at
probono@inbar.org

ANNUAL TIME TABLE FOR SUBMISSION OF FORMS AND CHECKS:

January 1:	Checks distributed
January 31:	IBF final grant progress report for previous year due
June 1:	IBF mid-year grant progress report due
July 1:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
December 1:	IBF grant agreement due and revised budget due (as needed)

Additional information concerning these instructions or the submission of a plan may be obtained from Jennifer Theresa Cloyd Konomos, Indiana Pro Bono Commission, 230 East Ohio Street, Fourth Floor Indianapolis, Indiana 46204 or by calling at 317-639-5465 or by e-mail at probono@inbar.org.

INDIANA LEGAL SERVICES, INC.

Annual Progress Report

January – May 2002

	St. Joseph	Marshall	Elkhart	Kosciusko	TOTAL
Screened	611	47	129	60	847
Assigned Cases	46	3	11	3	63
Closed Cases	29	1	7	0	37
Declined Cases	--				
Other Cases:	82	1	12	5	100
#Attys who accepted referrals	44 assigned to 42 attys	3	9	3	59/57
#attys who had carryover or pending cases					
#attys on Panel	132	3	26	21	182

	St. Joseph	Marshall	Elkhart	Kosciusko	Total
Consumer/Finance	6	0	2	2	10
Education	0	0	0	0	0
Employment	1	0	0	0	1
Family	30	3	9	1	43
Juvenile	0	0	0	0	0
Health	2	0	0	0	2
Housing	2	0	0	0	2
Income Maintenance	0	0	0	0	0
Individual Rights	0	0	0	0	0
Other*	5	0	0	0	5
Total Number of Cases	46	3	11	3	63

